



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-DR Grant Funded position(s):
SENIOR PROGRAM MANAGER/PROJECT LEAD

The Senior Program Manager/Project Lead works under the direction of Chief Disaster Recovery Officer to provide direct project management support to assigned projects within the organization. The Senior Program Manager/Project Lead initiates, plans, develops, executes, and manages project timelines, conducts problem assessments, ensures efficient project implementation, and reports on project performance in conjunction with project sponsors. Expertise in the use of project management tools, facilitation, group processes and critical thinking is essential. The Senior Program Manager/Project Lead works to ensure maximum effectiveness of resources, quality, change, integration, cost, and scope management using effective communications techniques. Senior Program Manager/Project Lead works across the organization through workgroups and cross-functional teams. Senior Program Manager/Project Lead identifies opportunities for efficiency, effectiveness and process innovation while analyzing relevant project data and implementing process improvements.

ESSENTIAL FUNCTIONS:

- ⇒ Provide direct project oversight by initiating, planning, executing, controlling, and closing out projects as assigned by the CDRO.
- ⇒ Partners within and across teams to drive project execution.
- ⇒ Project oversight to ensure project deliverables and outcomes are met in a timely manner.
- ⇒ Monitors progress of projects against schedule, tracks budget, reports on barriers, issues, and identifies mitigation strategies to manage risks.
- ⇒ Establishes and documents charters, governance, project plans, project schedule, clearly identifying tasks, deliverables, assigned roles and responsibilities and define the project's critical path.
- ⇒ Assists with development of success metrics to effectively report project results.
- ⇒ Directs project teams through project completion. Identifies appropriate resources required, vendor oversight, ensures engagement of teams, secures commitment to the work, tracks budget, and escalates to stakeholders as resource needs are identified.
- ⇒ Communicates timely and effectively by developing a communication plan and status reports on progress of assigned projects. Schedule meetings, prepare agendas, and facilitate cross-functional project teams. Supports development of RFI and RFP, manages project documentation and archiving.
- ⇒ Assists leadership with strategy and project initiation, planning, and execution.
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree in Business, Administration, or related management field. A Project Management Professional (PMP) Certification is advantageous.
- ⇒ **Experience:** A minimum of 5 years of experience in related role, the ability to plan, procure, and execute a project in any undertaking that has a defined scope (specified start and finish date); Working knowledge of the residential construction industry is helpful. Working knowledge of technical, business and management skills. Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** Work with departmental heads, managers, and other stakeholders to develop team goals and delegate tasks to the appropriate team member; Give clear directions and instructions to both team members and stakeholders with regards to external factors, to enable them carryout their duties effectively; Clarify the duties, roles and functions of team members between both prospective competing team members and their superiors; Create and implement project plan and execution; Develop team schedules and assist in the successful onboarding and training of team members; Create and communicate a clear list of expectations and goals for team members to follow; Offer emotional support to project team members and make people feel valued; Maintain frequent communication to offer encouragement, amend tasks, and provide updates on goal progress; Implement incentives to keep the team motivated and focused on their daily tasks project goals; Provide frequent feedback on employee performance, address weaknesses or inefficiencies, and offer support to improve skill gaps; Nurture collaboration amongst team members; Create a workspace that encourages creativity and innovation to get the most out of the team; Quickly and effectively resolve team conflicts; Write project reports as necessary; Reward team members for their continued efforts and celebrate accomplishments; Exhibit good leadership skills by carrying everyone along without bias; Be highly focused in order to stick to the objectives and goals of the company without giving in to undue distractions and challenges; Exhibit good motivational skills to bring out the best in team members; Good crises management skills to handle pressure from project challenges; Good temperament to deal with team members' shortcomings; valid Virgin Islands Drivers License.

SALARY: \$86,000 - \$92,000 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is Thursday, October 28, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer